



**Section 11**  
**Safety Health**  
**and**  
**Environmental**  
**Manual**

**2023**

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**OSHA Inspection Procedure**

<b>BRIESER CONSTRUCTION GENERAL CONTRACTORS</b>		Developed:	02/16/2005
		Revised	4/10/2008
<b>CORPORATE SAFETY, HEALTH &amp; ENVIRONMENTAL MANUAL</b>		Revision:	01
		Reviewed:	01/2023
STANDARD OPERATING PROCEDURE:	<b>Procedure for an OSHA inspection</b>		
CROSS REFERENCE:	<b>29 CFR 1903 Inspections, Citations, and Proposed Penalties</b>		

## STANDARD PROCEDURES FOR AN OSHA INSPECTION

Preparation for Inspection - Notify Safety Director immediately. Safety Director will notify site owner and other potentially affected contractors and will coordinate the inspection.

- Request to see the compliance officer's credentials and write down his name.
- Inquire as to the reason for the visit.
  - Employee complaint
  - General or scheduled inspection
  - Referral
  - Fatality or catastrophe investigation

## INSPECTION PROCEDURES

- Opening Conference
  - Is to inform management of OSHA's purpose and identify the scope of the inspection.
  - The representative should begin taking notes.
  - The Safety Director will be the management's representative.
  - Be prepared to show the compliance officer the OSHA 200 & 300 Logs, OSHA 300A, 1<sup>st</sup> Report of Injuries and OSHA poster.
  - Be knowledgeable of what is contained in the safety manual.
- Walkaround
  - Try to correct any violation immediately, if possible.
  - If the inspection is the result of a specific employee complaint or targeting a specific work area or task, walk the compliance officer via the most direct route to the designated area only.
  - Walk the job site with the compliance officer and take notes.
  - Note any areas where pictures are taken by the compliance officer. Take pictures every time the compliance officer takes pictures.  
*Note: Site owner must authorize the taking of any pictures.*
- Closing Conference
  - The compliance officer will review all violations.
  - Take good notes pertaining to alleged violations.
  - Be certain as to the time allowed for abatement of the alleged violation.
  - **Do not argue with the compliance officer.**